



**Minutes of the meeting of the Branch/Controlling Officers presided over by the Vice-Chancellor on 04.05.2020 at 12.00 Noon in the Committee Room of the Vice-Chancellor's Office observing all the norms/do's and don'ts of social distancing**

At the outset, the Vice-Chancellor welcomed the all present and acknowledged the contribution of everyone for adopting various measures to check the COVID-19 on the Campus and for performing well the assigned responsibility during these days.

The following decisions were made:

- There should not be any compromise with the safety. These days, we have to work with open heart and big thought. We have to make balance between the students' interests and safety, however, safety should be our priority.
- A system should be developed in such a way that the students should not face any difficulty. We should perform our duty in a manner that the complaints of the students are mitigated.
- Due to lockdown and COVID-19, if some relaxations are required to be given to the students in terms of examination etc., then any proposal received from any department may be expedited to bring such changes in the respective Ordinances. Therefore, the Academic Branch is required to take necessary steps for making necessary amendments in the relevant ordinances. They are also required to take necessary steps for new admissions and completion of the necessary formalities for introduction of CBCS at UG level.
- Establishment Branches need to take care of release of all kinds of retiral dues including leave encashment, etc. Necessary steps be taken to clear all the pending benefits in a time bound manner.
- The Engineering Wing, General Administration Branch and Security Wing are doing well and they are expected to give better services in future.
- The Administrative Staff College should organize the following workshops in months of May/June, 2020:
  - (i) Online Workshops for orientation of PIs in order to sensitize them regarding tendering process and other issues related to research proposals and utilizations of grants.
  - (ii) Three separate online workshops on e-Governance and role of IT tools for three segments i.e. teachers, administrative staff and for higher level officers including Vice-Chancellor, Registrar, Dean Academic Affairs, COE and also including finance and audit people and for that purpose different components may be

identified which are essentially required for teachers, non-teaching staff and others.

- The Audit Staff needs to attend the office atleast for two days in a week i.e. on Thursday and Friday by deputing minimum required staff, during the lockdown period.
- All the employees coming to attend the office during lockdown period are required to strictly observe the compliance with the National directives for COVID-19 Management.

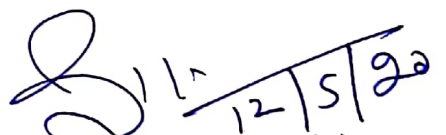
**REGISTRAR**

Endst. No. SK/Misc./2020/2806-2880

Dated: 12.05.2020

Copy of the above is forwarded to the following for information and compliance.

1. All the Deans of the Faculties, M.D.University, Rohtak
2. All the Hods, M.D.University, Rohtak
3. D.C.D.C., M.D.University. Rohtak
4. C.O.E., M.D.U., Rohtak
5. F.O., M.D.University. Rohtak
6. Joint Director, Audit, M.D.University, Rohtak
7. Director, UCC for uploading the same on the University website.
8. All Branch Officers, M.D.University, Rohtak
9. O.S.D Vice-Chancellor/Registrar, M.D.University. Rohtak
- 10.P.A. to Dean Academic Affairs, M.D.University, Rohtak
- 11.P.A. to Registrar, M.D.University. Rohtak

  
Dy. Superintendent (Academic)